



INVITATION FOR BIDS [IFB]
Consultancy Service for Preparation of Bidding Document
Uva Wellassa University of Sri Lanka

The Chairman, Procurement Committee, on behalf of the Uva Wellassa University of Sri Lanka invites sealed bids from eligible and qualified bidders for the Suitable and qualified Consultant for the **Preparation of Bidding Document for Construction of Laboratory, Workshop and Lecture Hall for Faculty of Technological Studies, Uva Wellassa University.**

Bids are invited through the National Competitive Bidding Procedure for consultancy service

A complete set of TOR (Term of Reference for Consultancy service) and bidding document in English language may be purchased or download from website www.uwu.ac.lk by interested bidders on the submission of a written application to the **Senior Assistant Registrar, Capital Works Division of Uva Wellassa University of Sri Lanka from 12th March 2026 to 30th March 2026 from 9.00 a.m. to 3.00 p.m.** upon the payment of a non-refundable fee of **Rs. 500.00**. The method of payment will be in cash to the shroff counter/ deposit to the **Bank of Ceylon** account A/C No **3114820** of Uva Wellassa University. Bid documents can be inspected free of charge.

Duly completed bid document with a duplicate should be submitted to the Procurement Committee before **2.00 p.m. on 31st March 2026**. The sealed bid document should be sent to either by registered post addressed to **The Chairman, Procurement Committee, Uva Wellassa University of Sri Lanka, Badulla** or placed in the tender box kept at the office of Registrar. Late bids will be rejected.

Interested bidders may obtain further information either from **Senior Assistant Registrar, Capital Works Division, Uva Wellassa University of Sri Lanka. (Telephone: 055-3050847, Fax: 055-2226633)**

Bids shall be valid up to **30th May 2026**.

Bids will be opened at **2.00 p.m. on 31st March 2026** in the Senate Building of the **Uva Wellassa University of Sri Lanka** in the presence of the bidder/ bidder's representatives.

Chairman,
Procurement Committee,
Uva Wellassa University of Sri Lanka.
12, March 2026

Terms of Reference

For a Consultant Engineer/ Institute

Preparation of Design & Build Bidding Documents- SBD-4

For civil works

1. Introduction

- 1.1. The Uva Wellassa University is implementing many construction works with the financial assistance from Foreign Funds and Government Funds.
- 1.2. It is proposed to execute these works through the construction contractors registered with ICTAD, selected according to the government approved Procurement Procedure.
- 1.3. Hence it is proposed to recruit a qualified Consultant Engineer/ Institute for the preparation of Design & Build Bidding Documents and facilitation of procurement procedure.

2. Objectives

The objective of the requirement of the Consultant Engineer/ Institute is given as follows.

- 2.1. Facilitation of procurement of works.
- 2.1. Preparation of Bidding Documents for Design and Build (Turn-key) Contracts SBD-4

3. Tasks

Tasks identified for the Consultant to achieve above objectives are listed below.

- 3.1. Identify the roles of the Employer, the Engineer and the Contractor.
- 3.2. Get a clear idea about the cabinet approved project and the source of financial allocations.
- 3.3. Discuss with the Employer and the stake holders of the project and obtain the Requirement of the Employer with respect to the approved project proposal.
- 3.4. Prepare the Draft Bidding Document according to the following.
 - (i) ICTAD Publication No. ICTAD/SBD/04 (May, 2003) Standard Bidding Document – Procurement of Works – Design and Build Contracts.
 - (ii) Sri Lanka Government Procurement of Works Guidelines & Manuals
 - (iii) Any other conditions stipulated by the Funding Agency (if any)
- 3.5. Prepare the Final Bidding Document after the approval of the procurement Committee inserting the corrections and modifications (if any) and the relevant Dates and Data.
- 3.6. Participation for the bids Evaluation Committee and the Procurement Committee meetings if requested.
- 3.7. Attend the Pre-bid meeting and explain the bidders about the document and issue the amendments (if any) as agreed at the meeting.

4. Period

The period of employment will be 21 days from the date of recruitment subject to extension if necessary due to unforeseen circumstances.

5. Qualifications

B.Sc. Engineering Degree or equivalent qualification with a minimum experience of ten years in building construction and with full professional qualifications acceptable to the Employer.

6. Method of Selection

Selection of Consultant (Engineer) will be done based on individual consultancy

7. Cost of the Consultancy

Professional fees and all costs such as transport, food, accommodation, printing for the preparation of bidding documents should be beard by the consultant. No any cost is beard by the university/institute.

Cost of the consultancy shall be made as a percentage of the approved Total Project Cost. (excluding tax components)

8. Payment Method

50 % of Submission of 1st draft bidding document to university/institute

Balance: Just after the Pre-bid meeting

9. Submission of the Bidding Documents

The Bidding Documents shall be submitted in a single set of hard copy as given in ICTAD/SBD/04

- (i) Draft Bidding Document
- (ii) Corrected Bidding Document after the BEC recommendations
- (iii) Final Bidding Document after the Procurement Committee approval

10. Visits to the site and to meet the Employer and his Staff

The number of visits to the site and to meet the Employer and his staff is limited to two and for the pre-bid meeting. (two visit only)

If any Employer requests additional visits, the professional fee will be paid to the consultant and transport, food & Lodging will be done by the university/institute.

FORM OF PRICE PROPOSALS

For a Consultant Engineer/ Institute
Preparation of Design & Build Bidding Documents SBD-4
For civil works- Faculty of Technological Studies

To: Vice Chancellor
Uva Wellassa University
Badulla

I have examined the TOR for the above consultancy. I accordingly offer to complete the said Works and remedy any defects fit for the purpose, in conformity with the TOR, for the Percentage of% as may be determined in accordance with the terms and Conditions of the TOR. The above Percentage is in accordance with the price schedule herewith and are made part of this bid.

Professional Fee for additional visit:

If any fees to relevant to the consultancy:

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Signature of the Consultant with his professional seal

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Name:

Address:

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Date: